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Approved For Release 2000/08/26 : CIA-RDP66B00560R000100160077-4

DD/ST# 1215 89

22 AUG 1963

MEMORANDUM FOR: Deputy Director (Science and Technology)

SUBJECT : Report on Class of Air Accommodations Utilized

REFERENCE : [REDACTED] 25X1A

1. This memorandum is for information and action on the part of the DDS&T, if deemed desirable at this time; this suggested action is underscored in paragraph 3.

2. As required by reference, which requested the use of less than first-class air accommodations when they will meet reasonable requirements, we are attaching a periodic summary report, by major components, showing the extent of the utilization of the various classes of air accommodations. The report is based on a review of travel vouchers processed at Headquarters from 13 November 1962 to 30 June 1963.

3. You will note there has been improvement in the use of less than first-class air accommodations for Period III, 1 April 1963 to 30 June 1963. However, even with the good response to this policy and the improvement as reflected in this periodic summary report, a considerable percentage of the vouchers processed reflect the use of first-class accommodations either in whole or in part. In view of the Agency's objective in effecting savings, together with the emphasis being placed by the Congress on the use of less than first-class air accommodations, continued effort should be directed to further encourage the use of the most economical air accommodations available wherever feasible. In this connection, revised Agency travel regulations which are nearing completion, if approved in their present form, will provide definite guidelines for the use of less than first-class air accommodations.

4. An analysis of the summary reports of the individual offices within the major components indicates differences among the offices in the extent to which first-class accommodations were used. The information reflected in these reports does not present a basis for determining whether these differences were the result of individual preferences or were necessitated by their itineraries. The determination of the various bases for these differences and the reasonableness thereof can be ascertained only by the component's authorizing official.

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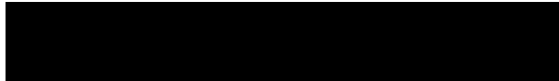
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5. Attached to the summary report, for such further analysis as you may desire, are copies of a machine tabulation covering the period 1 April 1963 to 30 June 1963 which reflect a summary of travel data for the individual offices under your jurisdiction. Also attached for the same period is a detailed listing of processed vouchers by name of the traveler.

6. Please let me know if this Office can be of any assistance in your review of this subject.

25X1A



JOHN A. BROSS  
Comptroller

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Report on Class of Air Accommodations Utilized

ADM-12

FROM:	25X1A	EXTENSION	NO.
Technical Accounting Staff 6D-57 Headquarters		5183	
		DATE	20 August 1963

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	Comptroller 6E-69 Headquarters	28 AUG 1963		
2.				
3	DDS&T 3E-13 Headquarters			
	25X1A			
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Signature  
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13 Nov 63  
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